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DD/S 64-1842
DD / S R E G I S T R Y
F I L E *Personnel*
27 March 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Office of Personnel Briefing - Personnel Operations Division
on 26 March 1964

1. Present were: Colonel White, Mr. Lloyd, [REDACTED]

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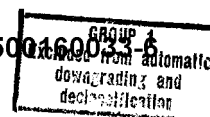
2. [REDACTED] mentioned the decision to defer the project to convert personnel qualifications to a machine application because of the lack of assurance that funds would be available during Fiscal Year 1965. Colonel White said that he would look into this further to see if there is not some way to make funds available for the qualifications project because he believes it would be shortsighted to perpetuate the manual system if there is any way possible to avoid it.

3. In discussing the Out-Placement function, it was brought out that two hundred ninety-eight people visited [REDACTED] during the six month period which ended 31 December 1963; but data about the number actually placed were not readily available. For some time, Colonel White has been concerned that the Out-Placement Branch is more active in rendering counseling services than in assisting people to place themselves elsewhere. [REDACTED] agreed to furnish information to the Deputy Director for Support about the number of people placed and the number counseled. A certain amount of counseling is intrinsic to the Out-Placement function, but it should not become the principal occupation of the Out-Placement Branch. Any counseling which is done in this Branch should be limited to that which relates directly to the business of assisting people to relocate themselves. Under no circumstances should counseling be offered without the knowledge of the employee's supervisor or at least someone in his chain of command.

4. The number of people in the Interim Assignment Section is down now to seventy-three. Eleven of these are detailed to the White House, and there was some inconclusive speculation about the feasibility of obtaining partial reimbursement for their salaries from the Civil Service Commission. It was agreed, however, that if we explore this possibility at all, it should be done very informally and discreetly without making an issue of it. In this over-all connection, it was agreed that the number of people fully cleared but unassigned in the pool should be closely observed; and we should not get into the position of holding cleared people in the pool simply to satisfy statistical problems customer components are having with their ceilings.

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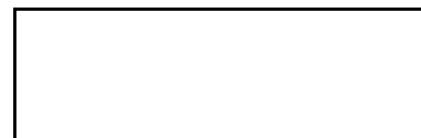
5. The Director of Personnel is planning to submit a proposal that he be authorized to bring two or three hundred clerical people into the pool immediately after the beginning of the next Fiscal Year, exceeding the ceiling of the pool for the first few months of Fiscal Year 1965. This would permit a number of clerical people to be made available to parts of the Agency such as RID where activities during the past year have been programed on the assumption that summer-only employees would be available. Colonel White expressed a willingness to consider such a proposal but specified that it should be made quite clear that, if approved, this approach would be used only once, and components of the Agency should make their plans for next year on the assumption that there will be no summer employee program as this proposed technique would not be used again to offset any impact caused by the lack thereof.

6. Colonel White suggested that [] review carefully the number and variety of statistical reports he is now preparing to see how many are really necessary and useful. The important thing with many of these reports may not be to issue them frequently, but may be only to assure that the information is available and can be called forth as requested.

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7. Some components continue to pursue an active recruitment program even though they are already over ceiling with personnel on duty. ORR is one of these which is over strength and for which a number of professional people have been fully cleared and are ready to enter on duty and another substantial number are still in the pipeline. [] will monitor this situation closely and, if necessary, submit a proposal which can be taken to the Executive Director-Comptroller for guidance.

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Special Assistant to the
Deputy Director for Support

SA-DD/S:RHW;nft (27 Mar 64)

Distribution:

cc: Director of Personnel

Chief, Personnel Operations Division

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